**Documents Required to Release Offer & Onboarding - Academy**

**CANDIDATE NAME: SOURCE:**

**RECRUITER:**

|  |  |  |
| --- | --- | --- |
| **Sr No** | **Documents Name** | **Availability** |
| **1** | **Interview Rating Sheet updated with below mentioned parameters:** | |
| i | Candidate Details updated |  |
| ii | Aptitude Test & Written Communication Score updated |  |
| iii | Interview Evaluation Grid updated by Technical & HR interviewer |  |
| iv | Comments & Signature for Technical & HR Interview updated (In case feedback attached, same should be mentioned in the evaluation sheet along with the candidates name highlighted in the feedback print) |  |
| v | Approval of vertical head |  |
| vi | Internal Approval for Clover Academy signed by Academy Head |  |
|  | Reason for deviation: |  |
| **2** | **Clover Academy Application Form filled & duly signed by employee** |  |
| **3** | **Aptitude Test Paper** |  |
| **4** | **Updated Resume** |  |
| **5** | **Offer Letter & Salary Annexure (if applicable)** |  |
| **6** | **PAN Card** |  |

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**Split-up OK** **OK to Offer** **OK to Onboard**